

1939

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Myson Residency

Pros. Serial Nos.

1-2 ✓

(K)

Subject.

Amendments to the Rules of the
Women's Workshop, Friend-in-Need
Society, Bangalore

Previous References.

Later References.

DF 399/w

The proposed amendments to the Rules of the Women's Workshop were unanimously agreed to by the representatives of the Friend-in-Need Society and the Women's Workshop, at a Joint Conference convened for the purpose.

(U) 2 Please see existing Rule 5*, Clause (a). At the end of each year, the Women's Workshop refunds to the Society the cost of the mid-day meal provided at the expense of the Society to the women working in the Workshop. But under clauses (b) and (d) of this Rule, the amount of such refund is restricted to the amount of profits realised by the Workshop during the year, after meeting all legitimate charges. If the profits are insufficient to cover the entire cost of the food supplied, the deficiency is not made up from the Workshop funds but is borne by the Society. Under clauses (b) & (d) as now amended, such deficiency shall be met out of any excess of the invested funds of the Workshop over Rs.4,500/- excluding Trust Funds.

4 The amendments proposed to clauses (b) and (d) of Rule 5 are in consonance with the provisions contained in clause (d) [now clause (c)] of Rule 4, and may be approved.

5 The other amendments are consequential to the main amendment, and may also be approved.

Draft submitted.

D. 12.8.39

H. B. Row
14/8/39.

1915/8

S.N.2 Issue

L. J. J. J.
President
Record
18/5/40

CORRESPONDENCE.

The Bangalore Friend-in-Need Society

Col. HILL ROAD, BANGALORE.

President

THE HON'BLE LT.-COL. J. DE LA HAY GORDON,
Resident in Mysore.

Joint Vice-Presidents

THE COLLECTOR & DISTRICT MAGISTRATE,
C. & M. Station, Bangalore, Ex-officio

Mr. C. MACHIA, B.A.,
Bangalore City

No. 19

Hon. Secretary Mr. A. P. Ottmann
-LIEUT. GRO. S. BLOFELD, M.C. - (RETD.)-

Hon. Treasurer

Mr. H. J. NICHOLAS

Superintendent

Mr. A. E. V. GAME

OFFICE OF THE
HON'BLE THE RESIDENT
IN MYSORE, BANGALORE.
3 JUL. 1939
Diary No. 7847
File No.
To

BANGALORE 29th. July 1939

The Assistant Secretary to

the Hon'ble the Resident in Mysore,

BANGALORE.

Dear Sir,

I am desired by the Board of Management to send you a copy of the proceedings of a Joint Conference of representatives of the F.I.N.S. and Women's Workshop relating to a proposed amendment to Rules 4 & 5 of the Women's Workshop which it is desired to adopt and to which the approval of the Hon'ble the Resident is requested.

Yours faithfully,

A. P. Ottmann

Honorary Secretary,

Friend-in-Need Society.

THE FRIEND-IN-NEED HOME INDUSTRIES

❖ ❖

RAGGI FLOUR
THREE GRADES
1st Sort (White)
2nd Sort (White)
3rd Sort

Awarded 2 Silver Medals
and 1 Bronze Medal

❖ ❖

XLNT
CURRY POWDER
TWO KINDS
HOT & MILD

❖ ❖

PICKLES ASSORTED

WOMEN'S WORKSHOP
SERVANTS' CLOTHING
HORSE CLOTHS, Etc.

Made to Order

❖ ❖

STOCK ARTICLES

PLATE DUSTERS
GLASS DUSTERS
KITCHEN DUSTERS
FURNITURE DUSTERS
KNITTED MOTOR
DUSTERS

Proceedings of the Joint Conference of representatives of the Friend-in-Need Society and the Women's Workshop, held at the office of the F.I.N.S. at 3 p.m. on Friday the 21st. July, 1939.

Present:

Lady Colam	)	
Mrs. Stubbs	)	Representing the Women's
Mrs Andrews	)	Workshop.
Mr. Walke	)	

Very Revd. Fr. Vanpeene	)	
Revd. Holder	)	Representing the
Mr. Ottmann	)	F. I. N. S.
Mr. Nicholas	)	

The Very Reverend Father Vanpeene having been voted to the Chair, he explained briefly the object of the Conference which was to consider reframing such Rules of the Women's Workshop where these appeared to need clarification.

The Conference then proceeded to examine Rules 4 and 5 and it was unanimously agreed to delete sub-clause (b) of Rule 4 and renumber the remaining sub-clauses (c) and (d) as (b) and (c) and amend Rule 5 as shown below.

Sub-clause (a) of this Rule to stand.
Sub-clause (b) as amended to read as follows:-

" The refund of the cost of the food supplied shall be considered a prior charge and shall be met out of the profit for the year. Should this profit be insufficient for the purpose, the deficiency shall be met from any excess of invested funds over Rs.4,500/- (Excluding Trust Funds)."

Sub-clause (c) as amended to read as follows:-

"This refund shall be in the nature of a contingent liability i.e. it shall be dependent on the conditions laid down in sub-clause (b) of this Rule."

Sub-clause (d) as amended to read thus:-

" The Friend-in-Need Society will present to the Women's Workshop Committee at the end of March a statement showing the cost of food supplied during the year. This will

will be met as provided for in sub-clauses (b) and (c) of this Rule.

Note. A bonus to the staff and workers is considered a legitimate charge provided the bonus is not excessive."

The Chairman then thanked the Ladies, who had attended, for the helpful manner in which they contributed to the agreement arrived at, and, there being no other business to transact the Meeting terminated with the usual vote of thanks to the Chair.

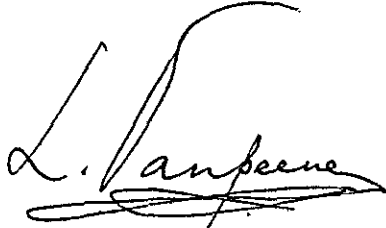

Chairman,
Joint Conference of the F.I.N.S.
and Women's Workshop.

Copy forwarded to:-

The President,
Women's Workshop Committee,
BANGALORE.

For information.

Bangalore, 24-7-39.


Chairman.

THE RULES
OF
THE WOMEN'S WORKSHOP



Friend-in-Need Society
Bangalore

—
1936

THE RULES
OF
THE WOMEN'S WORKSHOP
FRIEND-IN-NEED SOCIETY

MANAGEMENT

1. The Women's Workshop is a Workshop of the Friend-in-Need Society and is under the management of a Committee authorised under section (f) of rule 8 of the Rules of the Friend-in-Need Society.
2. Subject to such³ powers of financial supervision as are described in these rules as exercisable by the Board of the Friend-in-Need Society, the management of the Women's Workshop, of its funds and property and the maintenance of discipline are vested in the Women's Workshop Committee.
3. (a) Though the Board of the Friend-in-Need Society has the power to control the proceedings and finances of the Women's Workshop Committee it will not exercise that power unless and until the Women's Workshop gets into financial difficulties.

(b) While the financial condition of the Women's Workshop remains

satisfactory the Board will not, in any way, interfere.

- (c) The Women's Workshop Committee must, however submit accounts and a balance sheet after every meeting to the Hony. Secretary, Friend-in-Need Society and submit an annual report with audited accounts for the year as soon as possible after the 31st. March for inclusion in the Annual Report of the Friend-in-Need Society.

INVESTED FUNDS

4. (a) The invested funds shall be held in the name of the Friend-in-Need Society but earmarked for the Women's Workshop for whose sole benefit they will be utilised

~~(b)~~ The amount invested at present (Rs. 4,200 at par) shall not be increased unless the entire cost of the food supplied by the Friend-in-Need Society during the preceding year has been met out of the profits of the preceding year.

~~(b)~~ While there are invested funds, other than Trust funds, such as the Maitland bequest standing to the credit of the Women's Workshop, The Women's Workshop Committee recognise that they have no claim for any grant or donation from the Friend-in-Need Society.

~~(c)~~ The invested funds shall not be utilised for the purpose of paying for the women's food so long as they do not exceed Rs. 4,500 excluding Trust funds nor shall they

be utilised for any purpose whatsoever except the provision of money to meet liabilities.

WOMEN'S FOOD

5. (a) A mid-day meal for the women working in the Workshop will be provided at the expense of the

~~(b)~~ The refund of the cost of food supplied shall be considered a prior charge and shall be met out of the profit for the year. Should this profit be insufficient for the purpose, the deficiency shall be met from any excess of invested funds over Rs. 4,500/- (excluding Trust Funds)

~~(c)~~ This refund shall be in the nature of a contingent liability i.e. it shall be dependent on the conditions laid down in sub-clause (b) of this Rule.

~~(d)~~ The Friend-in-Need Society will present to the women's Workshop Committee at the end of March a statement showing the cost of food supplied during the year. This will be met as provided for in sub-clauses (b) & (c) of this rule.

N.B. A bonus to the staff and workers is considered a legitimate charge provided the bonus is not excessive.

EMPLOYMENT OF WOMEN

6. (a) Only women registered in the Friend-in-Need books shall be employed in the Women's Workshop.

- (b) When a vacancy occurs the Honorary Secretary, Women's Workshop, may either leave the vacancy unfilled or ask the Hony. Secretary, Friend-in-Need Society to nominate a woman for the vacancy. She has however full discretion to refuse to employ any such nominee, should she consider such nominee unsuitable, and in such cases will ask the Hony. Secretary, Friend-in-Need Society to make a fresh nomination. This procedure for filling up vacancies need not, however, be adopted if the Hony. Secretary, Friend-in-Need Society provides the Hony. Secretary, Women's Workshop with a list of women registered for employment. In this event the woman who is senior on the list will be considered to be the nominee, without further reference to the Hony. Secretary, Friend-in-Need Society.

- (c) The maximum number of women that may be employed in the Women's Workshop and for whom the Friend-in-Need Society should provide food is 34. Should this number be temporarily exceeded for short periods the cost of the food of the extra women will be paid daily in advance.

DISCIPLINE

7. (a) The Hony. Secretary, Women's Workshop has power to dismiss or otherwise punish any worker and is in entire charge of the discipline in the Women's Workshop. The

punishment of the salaried staff is vested in the Women's workshop Committee.

WORKROOM

- (b) The salaried staff is appointed by the Committee of the Women's Workshop. So long as the Women's Workshop remains a Special Committee under rule 8 (f) of the Friend-in-Need Society, the Friend-in-Need Society is under the obligation to provide a workroom in the Society's premises.

POWER TO CLOSE THE WORKSHOP

- 8 (a) While the Women's Workshop finances are sound the Board of the Friend-in-need Society shall not close the Workshop except with the consent of the Women's Workshop Committee.
- (b) Should the Women's Workshop become a losing concern the Friend-in-Need Society Board may close the Workshop by giving notice to the Committee of the Women's Workshop, but such drastic action shall not be taken unless and until the excess of assets over liabilities falls below Rs. 1,000/-.
- (c) Should the Women's Workshop close down for any reason the Friend-in-Need Society shall take over all the assets and discharge the liabilities. The balance, with the exception of Trust funds, shall be used, so far as possible for the relief of ex-employees of the Women's Workshop.

**THE WOMEN'S
WORKSHOP
COMMITTEE**

- 9 (a) The Women's Workshop Committee shall consist of a President, one or more Vice-Presidents, an Hony. Secretary and not more than 12 ordinary members, all of whom shall be ladies. The post of Hony. Treasurer shall not be held by the Hony. Secretary.
- (b) The Hony. Treasurer shall only be a member, if eligible. The Hony. Treasurer shall, however, attend all meetings and act in an advisory capacity, when required to do so.
- (c) The Committee is a permanent body, vacancies being filled up as they occur. The office-bearers shall however, be elected annually at the meeting held in July.
- (d) A quorum shall consist of 5 members.
- (e) Meetings shall be held once a month on the last Tuesday of the month provided at least half of the total number of members is present in the station.
- (f) Ordinarily the President shall preside; in her absence a Vice-President shall do so; in all other cases a Chairman shall be chosen from among the members present.
- (g) All propositions before the Committee shall be decided by a majority of votes. In the case of an equality of votes the Chairman shall have an additional casting vote.

**HONORARY
SECRETARY**

**HONORARY
TREASURER**

- (h) The proceedings of all meetings shall be recorded in a Minute Book by the Hony. Secretary and be placed before the next meeting for confirmation.
- (i) Propositions of a contentious nature should not be put to the vote unless at least half the members of the Committee (including office-bearers) are present.
10. The Hony. Secretary may incur any expenditure, without limit, in purchasing materials etc., but may not incur any expenditure on capital account unless the article bought costs Rs. 20/- or less.
11. (a) The Women's Workshop shall have its own banking account to be operated on only by the Hony. Treasurer of the Women's Workshop.
- (b) All cheques on the banking account shall be signed and all bills, notes and other negotiable instruments shall be drawn, accepted and made on behalf of the Women's Workshop by the Hony. Treasurer.
- (c) The Hony. Treasurer shall produce monthly accounts and a balance sheet for the approval of the Committee at the monthly meeting.
- (d) The Hony. Treasurer is not responsible for the checking of stock but a member of the Committee must be appointed to do so ;

Issued
nil.
17/8/39

Res. No. F 489-39
G & A

17th August, 1939

From

The Assistant Secretary
to the Resident in Mysore.

To

The Honorary Secretary,
Friend-in-Need Society,
Col. Hill Road,
B a n g a l o r e.

Amendments to the Rules of the
Women's Workshop.

Sir,

I am directed to refer to your
letter No.19, dated the 29th July 1939.

2. The Hon'ble the Resident,
approves the amendments proposed to Rule
4 and 5.

I have, etc.,

(sd) A. J. Courtney

Assistant Secretary to the Resident.


12/8

S. M. 1
F. M. C.